

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R3-13

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>(Explain: Show any positions replaced)</small>		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. CSC Certification No.	
		7. For Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Exempt (Specify)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-High <input type="checkbox"/> 2-Moderate <input type="checkbox"/> 3-Low <input type="checkbox"/> 4-Special		13. Competitive Level	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Organizational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Engineering Equipment Operator	WG	5716	8	BA	11/20/69
e. Recommended by Supervisor or Initiating Office	Engineering Equipment Operator	WG	5716	8		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if existing, specify)

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
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21. Classification and Grading Certification: I certify that this position has been classified, graded as required by Title 5 U.S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

Standard Position Description R3-13
Job Grading Standard for WG-5716, TS-4,
dated 1/69

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

Typed Name and Title of Official Taking Action

Arthur E. Schires

Classification Officer

Signature	Date
Arthur E. Schires	11/20/69

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (see attached)

A. Duties:

- Operates & variety of gasoline or diesel powered engineering and construction equipment with wheeled or crawler-type traction and attachments. Work is generally performed on flat or rolling terrain where fine grades are not required.
- Performs the following duties which are typical but not necessarily all inclusive: In forested terrain operates crawler tractor in piling of slash; clearing brush, small trees, tree stumps, and rocks; and developing fire lanes. On areas where terrain is relatively flat and/or rolling, operates crawler tractor or motor grader in rough grading of trails.
- Operates front-end or other attachments to remove piles of dirt, to load trucks, or for the digging of earth or gravel.
- Operates bulldozer, angledozer, or other attachments to push refuse into an open pit or to fill in demolished building sites and cover with earth; to clean ditches; to fill holes in dikes; to excavate ditches and ponds. Services, checks, and fuels equipment and attachments before operation. Performs daily preventive maintenance and makes minor repairs and adjustments to equipment and attachments. This includes but is not limited to replacing chains and belts, cables, lubrication, oil and filter changes, battery checks, and safety inspections.
- May operate farm tractors with auxiliary equipment for farming, mowing, maintaining dikes, and other related activities. In addition may be called upon to perform tasks involved with biological census work, fire suppression, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

B. Skill and Knowledge:

Has knowledge and skill in the use of controls to operate the equipment and attachments in a safe manner in carrying out the duties assigned. Has a basic knowledge of the terrain and the capabilities of the equipment in order to plan the proper approach to assignments. Is able to service, check, and perform preventive maintenance on equipment and attachments. Good hand, foot, and eye coordination is required to operate controls simultaneously. Must be able to operate the equipment in confined areas.

C. Responsibility:

Work consists of a variety of tasks. Work does not require grading surfaces to exact specifications. The worker is responsible for operating in a safe manner to avoid injury to others and damage to equipment. Oral or written instructions and/or work orders concerning the locations of the job, and the work to be done, are given. The incumbent

plans the approaches to the assignment and work is performed largely without direct supervision. Work may be spot-checked in progress or upon completion for conformance to instructions and quantity and quality of work accomplished. More detailed instructions and reviews are provided with new, unusual, or complex assignments, or equipment.

D. Physical Effort:

Heavy physical effort is used in the operation of the equipment and attachments. Considerable strain is caused by the constant vibration of the equipment and the jolting received from operation of the equipment over rough surfaces. Location of the controls and attachments frequently require work in awkward or strained positions.

E. Working Conditions:

Work is performed in all types of weather, often in an open drivers seat. The operator is exposed to injury due to the possibility of equipment overturning and is subject to noise, vibration, dust, and fumes from, machinery. Caution must be exercised to prevent injury caused by moving machinery or breaking cables. A condition of employment is the wearing of the official U. S. Fish and Wildlife Service uniform, in a manner prescribed in 3 AM 3 of the Administrative Manual. incumbent is required to obtain and properly wear uniform components within Class _____ and _____.